



Natural Resources Conservation Service
760 South Broadway
Salina, Kansas 67401-4604

Phone: 785-823-4500
FAX: 785-823-4540
www.ks.nrcs.usda.gov

June 11, 2013

KANSAS BULLETIN NO. KS300-13-61

SUBJECT: LTP–Local Work Groups Process—Reissued

Action required by: August 30, 2013 (Field Offices [FOs])
September 12, 2013 (Area Offices [AOs])

Purpose. To provide guidance and materials on the local work groups (LWGs) process for preparing for fiscal year (FY) 2014 program input

Expiration Date. September 30, 2014

KS300-13-57 and its attachments are cancelled and replaced with this bulletin and attachments.

The action dates are the only changes made in this bulletin.

Local work groups (LWGs) are subcommittees of the Kansas Technical Committee (KTC) and provide recommendations to the Natural Resources Conservation Service (NRCS) on local and state natural resource priorities and criteria for conservation activities and programs. Per Title 440, Conservation Programs Manual (CPM), Part 501, Subpart B, Section 501.11, it is the responsibility of the LWGs to:

- Ensure that a conservation needs assessment is developed using community stakeholder input.
- Utilize the conservation needs assessment to help identify program funding needs and conservation practices.
- Identify priority resource concerns and identify, as appropriate, high-priority areas needing assistance.
- Recommend the NRCS conservation program application and funding criteria, eligible practices (including limits on practice payments or units), and payment rates.
 - The state conservationist (STC) and the KTC are looking for:
 - Recommendations on payment percentages.
 - Whether ranking criteria used is acceptable and the quality applications are getting funded.

(more)

DIST: A, F, S, Robinson, C. Nelson

- Whether the eligible practice lists are meeting the needs of the resource concerns of the state, and is there a need to eliminate or add resource concerns and/or eligible practices.
- Participate in multicounty coordination where program funding and priority area proposals cross county boundaries.
- Assist the NRCS and the conservation district with public outreach and information efforts and identify educational and producers' training needs.
- Recommend state and national program policy to the KTC based on resource data.
- Utilize the conservation needs assessment to identify priority resource concerns that can be addressed by the NRCS programs.
- Forward recommendations to the NRCS designated conservationist.
- Adhere to standard operation procedures identified in Title 440, CPM, Part 501, Subpart B, Section 501.14.

Minutes of LWG meetings shall be sent to the respective assistant state conservationist for field operations (ASTC-FO) by **August 30, 2013**. The ASTC-FO shall review the minutes and compile all pertinent recommendations and forward to the STC and Corey L. Nelson, Resource Conservationist, NRCS, Salina, Kansas, for review with the KTC by **September 12, 2013**.

Attached for your use are examples of: (1) a sample notice for LWGs meetings (Attachment 1), (2) a sample meeting letter to send to LWG members (Attachment 2), and (3) a sample PowerPoint presentation to use at the LWGs (Attachment 3) meetings.

Contact: Forward questions and concerns to Xiomara Tryban, Assistant State Conservationist for Programs, at (785) 823-4569 or xiomara.tryban@ks.usda.gov.

/(Signed) GAYE L. BENFER, ACTING FOR

DANIEL H. MEYERHOFF
Acting State Conservationist

Attachments